

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Senior Office Assistant

Your Career, Your Community

As a Senior Office Assistant in the City of Salisbury, you can make a difference in a growing city! The City is seeking innovative and dynamic candidates with excellent customer service skills to perform intermediate administrative support work and serve as the front line person of contact for the department. As a Senior Office Assistant, you will be responsible for supporting office projects, coordinating meetings, preparing, maintaining, retrieving and receiving records and files, typing, word and data processing, assisting the public and related work as apparent or assigned. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

Minimum Requirements:

- Must have a valid NC Driver's License
- High school diploma or GED and minimal experience in secretarial and office management work, or equivalent combination of education and experience
- Minimum of 3 years' experience working in an office setting
- General knowledge of office practices and procedures
- Knowledge of office automation equipment and software including word processing, database management and spreadsheets
- Excellent communications skills and the demonstrated ability to interact professionally with employees, the general public and City officials

Closing Date: December 21, 2015

Salary range: \$14.21 - \$18.48

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704)638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

**The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355**